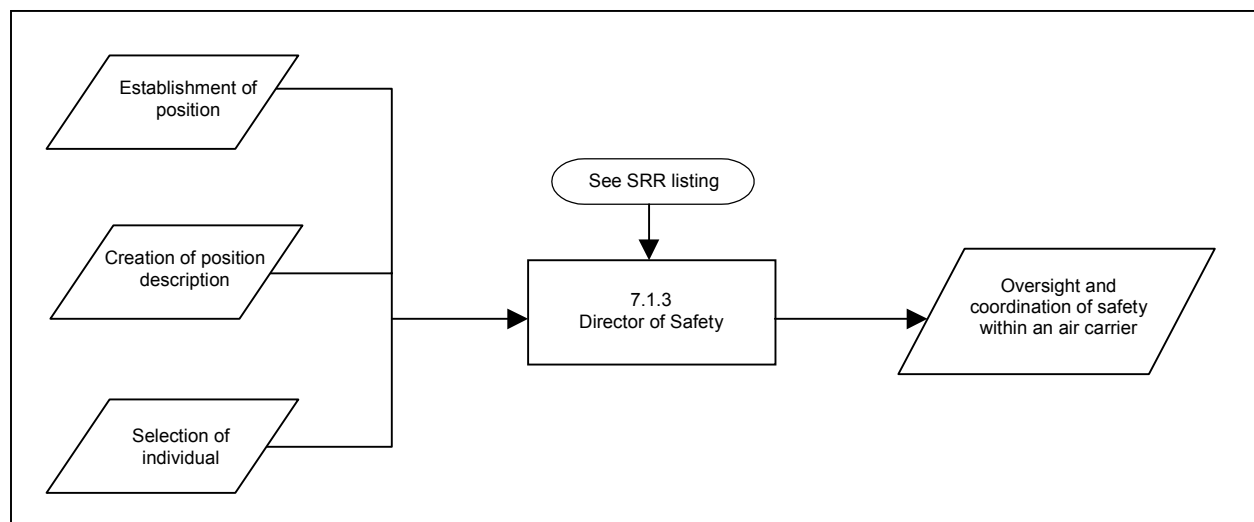


# Safety Attribute Inspection (SAI) Job Aid



## ELEMENT SUMMARY INFORMATION

**Element:** 7.1.3 Director of Safety

**Purpose of this Element** (Air Carrier's responsibility): To provide a qualified individual with direct access to senior management to ensure the overall safety of the Air Carrier through the effective application of its safety program.

**Objective** (FAA responsibility): To determine if the air carrier's Director of Safety includes safety attributes.

**Inputs:**

- Establishment of Position
- Creation of Position Description
- Selection of Individual

**Output:**

- Oversight and coordination of safety within an air carrier.

**Performance Measure:**

- The Director of Safety identifies safety issues and provides coordination with the affected internal/external organizations.

# Safety Attribute Inspection (SAI) Job Aid

## **SRR:**

- 119.65 (a, d, e) Management personnel required for operations conducted under Part 121 of this chapter.

## **Other CFRs and/or FAA Guidance:**

- HBAW 96-01 Certification of Air Carriers and Commercial Operators.
- HBAW 97-16 Deviations From Part 119 for Management personnel.
- HBAW 99-19 14 CFR Part 121 and 135 Air Carrier Safety Departments, Programs, and the Director of Safety
- HBAW 99-16 14 CFR Part 121 and 135 Air Carrier Safety Departments, Programs, and the Director of Safety

# Safety Attribute Inspection (SAI) Job Aid

## SRR SPECIFIC INFORMATION

SRR	Intent	Inspectors
119.65 (a)	To require qualified, full-time personnel to ensure the highest level of safety.	<i>Certification: ASI</i> <i>Surveillance: ASI</i>
119.65 (d)	To stipulate the qualifications and working knowledge for the required management personnel.	<i>Certification: ASI</i> <i>Surveillance: ASI</i>
119.65 (e)	To specify the management personnel information in the air carrier's Manual and the notification procedures for changes in management.	<i>Certification: ASI</i> <i>Surveillance: ASI</i>

# Safety Attribute Inspection (SAI) Job Aid

## 7.1.3 Director of Safety

### SECTION 1 - RESPONSIBILITY ATTRIBUTE

**Objective:** I To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the Director of Safety.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Identify the person who is responsible for the quality of the Director of Safety process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Director of Safety process with the person.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Is there a clearly identifiable person who is answerable for the quality of the Director of Safety process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Director of Safety process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Director of Safety process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Director of Safety process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Director of Safety process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has responsibility for the Director of Safety process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the person know who has authority to establish and modify the Director of Safety process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 7.1.3 Director of Safety

### SECTION 2 – AUTHORITY ATTRIBUTE

**Objective:** To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the Director of Safety.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Identify the person who has the authority to establish or modify the Director of Safety process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Director of Safety process with the person.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the Director of Safety process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Director of Safety process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Director of Safety process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Director of Safety process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Director of Safety process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the authority of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has authority for the Director of Safety process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the individual know who has the responsibility for the Director of Safety process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
11. Are the procedures for delegation of authority clearly documented for the Director of Safety process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 7.1.3 Director of Safety

### SECTION 3 – PROCEDURES ATTRIBUTE

**Objective:** To determine if the air carrier has documented procedures for accomplishing the Director of Safety.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the Director of Safety process to ensure that they contain who, what, where, when, and how.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the Director of Safety process with appropriate personnel to gain an understanding of the procedures.
4. Observe the Director of Safety process to gain an understanding of the procedures.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Do written procedures exist to achieve the desired result of the Director of Safety process:

1.1 Which required experience?	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.2 Which required training?	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.3 Which required knowledge? [SRR 119.65 (d)]	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.4 Which required skills? [SRR 119.65 (d)]	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.5 Which designates duties and responsibilities? [SRR 119.65 (e)]	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.6 Which uses organizational charts? [SRR 119.65 (e)]	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Do the procedures identify: who, what, where, when and how?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> No
3. Are the procedures in compliance with the CFR(s)?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> No

# Safety Attribute Inspection (SAI) Job Aid

## 7.1.3 Director of Safety

### **SECTION 3 – PROCEDURES ATTRIBUTE**

4. Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer's Recommendations)?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
5. Does the air carrier have the resources to support the written procedures for the Director of Safety process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
6. If alternate procedures exist for use during irregular conditions, do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure).	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A, No alternate procedures exist for this element
7. Are the procedures published in different manuals relating to the Director of Safety process consistent?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Director of Safety process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 7.1.3 Director of Safety

### SECTION 4 – CONTROL ATTRIBUTE

**Objective:** To determine if checks and restraints are designed into the Director of Safety to ensure a desired result is achieved.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the Director of Safety Process
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI
3. Discuss the Director of Safety process with appropriate personnel to gain an understanding of the controls.
4. Observe the Director of Safety process to gain an understanding of the controls.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Are the following checks and restraints built into the Director of Safety process:

1.1 Are the qualifications of the individuals specified and maintained?

☐ YES If no or N/A, explain:  
☐ NO  
☐ N/A

1.2 Does the position report to the highest level of management?

☐ YES If no or N/A, explain:  
☐ NO  
☐ N/A

1.3 Is the position independent of the departments for which she/he has oversight?

☐ YES If no or N/A, explain:  
☐ NO  
☐ N/A

1.4 Is this position periodically evaluated against performance standards?

☐ YES If no or N/A, explain:  
☐ NO  
☐ N/A

1.5 Does the Director of Safety have physical access to all areas, unrestricted, for which she/he has responsibility?

☐ YES If no or N/A, explain:  
☐ NO  
☐ N/A

1.6 Does the Director of Safety have authorization to communicate and coordinate with all levels of management?

☐ YES If no or N/A, explain:  
☐ NO  
☐ N/A

1.7 Does the Director of Safety have the resources necessary to support the duties and responsibilities as outlined in the Manual?

☐ YES If no or N/A, explain:  
☐ NO  
☐ N/A

2. Do the checks and restraints ensure the desired result is achieved for the Director of Safety process?

☐ YES If no, explain:  
☐ NO

# Safety Attribute Inspection (SAI) Job Aid

## 7.1.3 Director of Safety

### **SECTION 4 – CONTROL ATTRIBUTE**

- |  |  |
|--|--|
| 3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Director of Safety process? | <input type="checkbox"/> YES <b>If no, explain:</b><br><input type="checkbox"/> NO |
| 4. Does the air carrier have the resources to support the checks and restraints for the Director of Safety process?  | <input type="checkbox"/> YES <b>If no, explain:</b><br><input type="checkbox"/> NO |

# Safety Attribute Inspection (SAI) Job Aid

## 7.1.3 Director of Safety

### SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

**Objective:** To determine if the air carrier measures and assesses its process for the Director of Safety, to identify and correct problems or potential problems.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the Director of Safety process.
2. Discuss the Director of Safety process with appropriate personnel to gain an understanding of the process measures.
3. Observe the Director of Safety process to gain an understanding of the process measures.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. <Deleted>

2. Does the air carrier's Director of Safety process include the following process measurements?

2.1 The air carrier has a method of correcting sub-standard performance.

☐ YES    If no or N/A, explain:  
☐ NO  
☐ N/A

2.2 The air carrier's method of correcting sub-standard performance is effective.

☐ YES    If no or N/A, explain:  
☐ NO  
☐ N/A

2.3 The air carrier's Director of Safety is independently evaluated.

☐ YES    If no or N/A, explain:  
☐ NO  
☐ N/A

2.4 The air carrier documents the Director of Safety's evaluation.

☐ YES    If no or N/A, explain:  
☐ NO  
☐ N/A

2.5 The person performing the evaluation has access to the Director of Safety's supervisor.

☐ YES    If no or N/A, explain:  
☐ NO  
☐ N/A

3. Does the air carrier document their process measurement methods and results?

☐ YES    If no, explain:  
☐ NO

4. Are the air carrier's process measurement methods effective?

☐ YES    If no, explain:  
☐ NO

5. Does the air carrier use their process measurement results to improve their programs?

☐ YES    If no, explain:  
☐ NO

6. Are the process measurement results accessible to the FAA?

☐ YES    If no, explain:  
☐ NO

# Safety Attribute Inspection (SAI) Job Aid

## 7.1.3 Director of Safety

### **SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE**

- |   |  |
|---|--|
| 7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the Director of Safety process? | <input type="checkbox"/> YES    If no, explain:<br><input type="checkbox"/> NO |
| 8. Does the air carrier have the resources to support the process measurement for the Director of Safety process?                                       | <input type="checkbox"/> YES    If no, explain:<br><input type="checkbox"/> NO |

# Safety Attribute Inspection (SAI) Job Aid

## 7.1.3 Director of Safety

### SECTION 6 – INTERFACES ATTRIBUTE

**Objective:** To determine if the air carrier identifies and manages the interactions between the Director of Safety and the other element processes within the air carrier organization.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the Director of Safety process.
2. Discuss the Director of Safety process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the Director of Safety process to gain an understanding of the interfaces.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Are the following interfaces identified for the Director of Safety process:

1.1 Maintenance Organization	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.2 Manual Management	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.3 Air Carrier Programs and Procedures	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.4 Training Program	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.5 Training Program	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.6 Contractor/Outsources	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.7 Flight Operations Quality Assurance (FOQA)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.8 Marketing	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.9 Government Entities	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A

# Safety Attribute Inspection (SAI) Job Aid

## 7.1.3 Director of Safety

### SECTION 6 – INTERFACES ATTRIBUTE

<i>1.10 All Levels of Management</i>	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.11 Voluntary Disclosure Program</i>	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.12 Internal Evaluation Program</i>	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.13 Manual Currency (Element 2.1.1)</i>	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.14 Content Consistency Across Manuals (Element 2.1.2)</i>	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.15 Manual Distribution (Element 2.1.3)</i>	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.16 Manual Availability (Element 2.1.4)</i>	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
2. List any additional interfaces identified:	
3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
4. Are there controls to ensure that interfaces occur?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
5. Are the interfaces between the Director of Safety process and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO